



Director of Belonging, Equity and Inclusion

Duke Alumni Engagement and Development

Leadership Profile

Summer 2024



WittKieffer

Executive Summary

Duke Alumni Engagement and Development seeks an experienced thought partner to serve as its inaugural Director of Belonging, Equity and Inclusion. This engaged leader will build and elevate strategic efforts with integrity and insight, collaborating with invested colleagues across the university.

Duke University leads the way among its peers in research, innovation, and in fostering excellence in the Duke and broader community. Boasting a faculty of world-class scholars and researchers, Duke is at the forefront of advancing knowledge and addressing global challenges. The university has a commitment to interdisciplinary collaboration and a forward-thinking approach that is evident in its bold [strategic vision](#), for the future where the brightest minds converge to tackle society's most pressing issues.

Duke celebrates its [Centennial in 2024](#) – a historic opportunity to deepen our understanding of Duke's history, inspire pride, and launch Duke into its second century. At his annual address to faculty on March 17, 2022, President Vincent E. Price underscored his aspirations for the university, "This is a moment of transformation for Duke, when we can see more clearly than ever before how we might lead in the century to come. It's also a moment of extraordinary continuity, as the seeds of our current and future excellence that we planted and cultivated throughout our university's first hundred years come into full bloom."

The Director of Belonging, Equity and Inclusion reports to the Associate Vice President for Organizational Performance and Business Operations in the Office of Alumni Engagement and Development (AED) and leads belonging, equity, and inclusion efforts for the office. As an expert on belonging, equity, and inclusion practices, this leader serves as a monitor in creating a more inclusive work environment and an expert in promoting more diverse and inclusive alumni and volunteer boards and committees. The D-BEI advises various alumni and volunteer boards and committees and serves as the principal convener upholding Duke's and AED's values. The D-BEI will bring an important voice and perspective in advising the Vice President, the senior leadership team, and alumni and volunteer board and committee members regarding work on Duke's behalf.

Candidates should have a broad understanding of, and experience with, diversity and equity issues and the development of initiatives to foster a more diverse and inclusive community. Experience leading and facilitating cultural change and the ability to work within a matrixed organization is also desired. Familiarity with both academic communities and health systems is also desired.

Seven years of experience with progressive responsibility diversity, equity and inclusion education, training and development. Experience designing and implementing DEI initiatives in higher education or a complex institution. In addition, master's degree in higher education, sociology, social work, psychology or other related field is required. A Ph.D. is preferred.

To submit a nomination or express personal interest in this position, please see Procedure for Candidacy at the end of this document.

Professional Qualifications and Personal Qualities

- A master's degree in higher education, sociology, social work, psychology or other related field is required. A Ph.D. is preferred.
- Seven years of experience with progressive responsibility diversity, equity and inclusion education, training and development. Experience designing and implementing DEI initiatives in higher education or a complex institution.
- **Leadership:** Ability to effectively manage and guide group efforts. Inspire teams to succeed. Develop the vision and direction of the team. Generate broad internal and external support for the mission, vision, and goals of the office.
- **Organizational awareness:** The ability to understand and learn organizational relationships and dynamics and use them to achieve objectives. Demonstrate organizational savvy by enrolling key opinion leaders to support or sponsor one's objectives.
- **Operate with decisiveness and judgment:** Predict how highly complex decisions will affect key stakeholder groups (internal and external) and develop strategies to build support for the decision and overcome obstacles. Use principles, values, and sound business sense to make decisions and set priorities in accordance with university objectives and strategies.
- **Share knowledge:** Enable the organization to share knowledge more effectively. Recognize and acknowledge the knowledge contribution of others. Identify and develop strategies to encourage and enable collaborative working within the organization and with partners. Foster a knowledge and information rich culture within the organization.
- **Collaborate with others:** The willingness and ability to work with others to achieve shared success. Forge consensus to reach goals. Foster a cooperative team environment. Establish partnerships with other departments and major stakeholders. Demonstrated ability to work effectively and collaboratively as part of a team.
- **Manage change:** Ability to demonstrate and provide leadership in organizational change with professional judgment and discretion. Ability to help others recognize and acquire the knowledge, skills, abilities, and behaviors intended for personal and career growth.
- **Engage with integrity and ethics:** Act in an honest and trustworthy manner. Behave in an honest, fair, and ethical manner. Demonstrate accountability for actions. Serve as a role model of ethical behavior by conforming to the highest ethical standards and practices. Champion organizational values.
- Evidence and capacity for management, leadership, strategic planning, problem solving, and consensus building. Proven ability to lead with discretion, equanimity, and ideas that inspire, accompanied by a sense of responsibility and follow-through.
- Excellent people skills that exhibit respect, trust, inclusion, discovery, and excellence.
- Effective communication skills, including public speaking and written communication to broad constituencies.



About Duke University

Overview

In 1924, North Carolina tobacco and electric magnate James Buchanan Duke established the Duke Endowment with a gift of \$40 million to build on the philanthropic foundation of his father, Washington Duke, and brother, Ben Duke. The Endowment was intended to help people and strengthen communities in North and South Carolina by nurturing children, promoting health, educating minds, and enriching spirits.

James Buchanan Duke directed that part of his gift be used to transform Trinity College into Duke University. Trinity College initially came to Durham as a result of funding from Washington Duke, which was contingent upon the college admitting women “on equal footing with men.” With philanthropic support and a relatively young, ambitious faculty recruited from top graduate schools at Johns Hopkins, Columbia, and other northern universities, Trinity College by World War I was one of the leading liberal arts colleges in the South.

Over time, that small college grew into a complex university. Duke's home campus encompasses three contiguous campuses in Durham as well as a Marine Lab in Beaufort, North Carolina. Duke also is active internationally through the [Duke-NUS Graduate Medical School](#) in Singapore, [Duke Kunshan University](#) in China, and over 300 research and education programs across the globe.

Why Duke?

Duke University today is a member of the Association of American Universities, and one of the most prestigious higher education institutions in the country, with nine nationally prominent schools, including the Fuqua School of Business, the Sanford School of Public Policy, the Pratt School of Engineering, the Nicholas School of the Environment, the Law School, the Divinity School, the Trinity College of Arts and Science, the Graduate School, and the Schools of Medicine and Nursing.

Additional information about Duke University is available at <https://duke.edu/>

A Strategic Framework for Belonging and Equity for Duke Alumni Engagement and Development

[Duke Alumni Engagement and Development](#) holds within the university a unique position. As such, on March 9, 2021, AED set forth the following:

Our mission is to tend and build lifelong relationships with alumni, students, parents, friends, and organizations. Thus, we must balance internal and constituency focus, treating each other, Duke's history, and Duke's future with equal care. Determined to fulfill our responsibility to Duke's mission, we affirm the principle of excellence through diversity, equity, and inclusion.

In building an equitable community, we will:

Always be evolving.

Use our voices consistently and share our unique perspectives.

Recognize we are responsible for one another while we take responsibility for ourselves.

Respect diverse backgrounds and perspectives and engage all voices.

Take an inclusive approach to our work to deepen engagement for our audiences.

Create an environment where everyone can be their authentic selves.

Identify and seek out diverse employees, volunteers, and donors.

Recognize diversity, equity, and inclusion are critical to our success.

In dedicating resources to educate all staff, we will provide them the tools to:

Understand Durham and Duke's history, different cultures, narratives, experiences, and perspectives.

Engage effectively and equitably with internal staff and external stakeholders.

Collaborate with the broader Duke community to support being an anti-racist institution.

In taking action, we will:

Be ambitious, proactive, and nimble, seeing both the goal and the way to the goal.

In holding ourselves accountable, we will:

Set clear and measurable goals and objectives.

Be consistent with university policies and procedures.

Include this DEI framework in annual goal setting and performance evaluation process.

Review and periodically amend this framework.

Communicate clear pathways for reporting.

Be transparent.





Durham, North Carolina

Duke and its hometown of Durham are closely connected. Known as the Bull City, Durham sits 25 miles northwest of the state's capital, Raleigh, and situated northeast of Chapel Hill. This area nicknamed "The Triangle," has 150 years of rich history, a strong tradition of innovative, independent business, and a cutting-edge educational and research infrastructure. Durham also ranks as one of the tastiest towns of the South, with many acclaimed restaurants, and the city supports a vibrant visual and performing arts community. There is something in Durham for everyone, whether one is a sports fan, an artist, a foodie, or an outdoor enthusiast.

Procedure for Candidacy

All applications, nominations and inquiries are invited. Applications should include, as separate documents, a CV or resume and a letter of interest addressing the themes in this profile.

WittKieffer is assisting Duke Alumni Engagement and Development in this important search. Review of materials has begun and will continue until an appointment has been made. For fullest consideration, candidates should submit materials as soon as possible using WittKieffer's [candidate portal](#).

Please direct nominations and inquiries to the WittKieffer consultants supporting this search:

Charlene Aguilar, Ed.M. and Eleanor Vogelsang

DukeDirectorBEI@wittkieffer.com

Duke University is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values.